



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov) | Fax: (775) 684-0124

**MEMORANDUM**  
**HR#11-15**

March 16, 2015

**TO:** All Employees

**FROM:** Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

**SUBJECT:** EMPLOYEE ASSISTANCE PROGRAM (EAP) ORIENTATIONS

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As part of our commitment to you, the Division of Human Resource Management is presenting orientation meetings to provide you with an opportunity to obtain a greater understanding of your Employee Assistance Program (EAP) benefits. Your Employee Assistance Program benefits through GuidanceResources® provide you and your dependents confidential support, resources and information for personal and work-life issues.

The orientations will cover:

- Why do we have this program?
- Confidentiality
- Typical reasons why people call GuidanceResources®
- What will happen when I call for services?
- Confidential consultation on personal issues
- Legal information and resources
- Financial information, resources and tools
- Information, referrals and resources for work-life needs
- Online information, tools and services

Orientation meetings have been scheduled in Carson City and Las Vegas. Additionally, a [recorded orientation](#) is available for those that cannot attend the scheduled meetings. The orientations are anticipated to take about 45 minutes.

Administrative leave is approved to attend an orientation meeting. However, an employee's request to attend must be pre-approved by his or her supervisor to be eligible for administrative leave. If you wish to attend one of the live orientation meetings, please enroll in a meeting in [NEATS](#) (*Training* tab) as seating is limited. If you do not have access to the NEATS system, contact Carrie Hughes (775) 684-0111 or [cphughes@admin.nv.gov](mailto:cphughes@admin.nv.gov), to enroll in an orientation meeting. See the attached schedule for times and locations.

Please remember that GuidanceResources® is available to you 24 hours a day, 7 days a week.

There are two ways to access your GuidanceResources® benefits:

1. Call **888.972.4732**. You will speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require.
2. Visit [GuidanceResources® Online](#) and enter your company ID: **STATENV**

If you have any questions, you may contact Carrie Hughes at (775) 684-0111 or via e-mail at [cphughes@admin.nv.gov](mailto:cphughes@admin.nv.gov).

LE:cph/tp

## EAP ORIENTATION MEETINGS SCHEDULE

<b>Type</b>	<b>City</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
<b>Meeting</b>	Las Vegas	Grant Sawyer Building – 555 E. Washington Ave., 1 <sup>st</sup> floor, Las Vegas, Rm. 1412	May 5, 2015	8:00 am
<b>Meeting</b>	Las Vegas	Grant Sawyer Building – 555 E. Washington Ave., 1 <sup>st</sup> floor, Las Vegas, Rm. 1412	May 5, 2015	9:30 am
<b>Meeting</b>	Las Vegas	Grant Sawyer Building – 555 E. Washington Ave., 1 <sup>st</sup> floor, Las Vegas, Rm. 1412	May 5, 2015	11:00 am
<b>Meeting</b>	Las Vegas	Grant Sawyer Building – 555 E. Washington Ave., 1 <sup>st</sup> floor, Las Vegas, Rm. 1412	May 5, 2015	1:00 pm
<b>Meeting</b>	Las Vegas	Grant Sawyer Building – 555 E. Washington Ave., 1 <sup>st</sup> floor, Las Vegas, Rm. 1412	May 5, 2015	2:30 pm
<b>Meeting</b>	Las Vegas	Grant Sawyer Building – 555 E. Washington Ave., 1 <sup>st</sup> floor, Las Vegas, Rm. 1412	May 5, 2015	4:00 pm
<b>Meeting</b>	Carson City	State Library and Archives Building – 100 Stewart St., Carson City, Conference Room A/B (Human Resource Management training)	May 13, 2015	8:30 am
<b>Meeting</b>	Carson City	State Library and Archives Building – 100 Stewart St., Carson City, Conference Room A/B (Human Resource Management training)	May 13, 2015	10:30 am
<b>Meeting</b>	Carson City	State Library and Archives Building – 100 Stewart St., Carson City, Conference Room A/B (Human Resource Management training)	May 13, 2015	1:30 pm
<b>Meeting</b>	Carson City	State Library and Archives Building – 100 Stewart St., Carson City, Conference Room A/B (Human Resource Management training)	May 13, 2015	3:30 pm
<b>Meeting</b>	Carson City	State Library and Archives Building – 100 Stewart St., Carson City, Conference Room A/B (Human Resource Management training)	May 14, 2015	8:30 am
<b>Meeting</b>	Carson City	State Library and Archives Building – 100 Stewart St., Carson City, Conference Room A/B (Human Resource Management training)	May 14, 2015	10:30 am